

Example Formal Notice Letter for Immediate Termination of Lease

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Landlord's/Property Manager's Name]
[Landlord's Address]
[City, State, ZIP Code]

Subject: Immediate Termination of Lease Agreement

Dear [Landlord's/Property Manager's Name],

I am writing to formally notify you of the immediate termination of my lease for the property located at [Rental Property Address], in accordance with the terms and conditions set forth in the lease agreement dated [Lease Start Date], specifically referencing clause [Relevant Clause Number] allowing for immediate termination under certain circumstances.

The reason for this immediate termination is as follows: [Briefly state the specific reason, e.g., serious breach of lease terms, unsafe living conditions, legal requirements, or another valid reason]. Due to the seriousness of this matter, I am left with no alternative but to terminate the lease effective immediately, with the termination date being [Effective Termination Date].

I request that you schedule a mutually convenient time for the final inspection and handover of the property. Please advise on the settlement process for the return of my security deposit and any outstanding dues or responsibilities on either side.

Kindly confirm receipt of this letter and acknowledgment of the lease termination in writing. If you have any questions or require further documentation, do not hesitate to contact me.

Thank you for your attention to this matter. I appreciate your prompt cooperation.

Sincerely,
[Your Name]